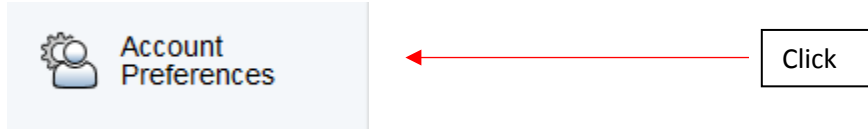
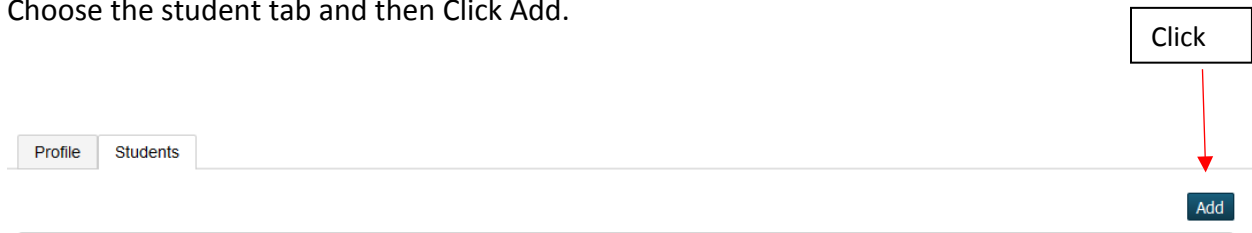


PowerSchool Parent Portal Add Additional Student Guide

PowerSchool allows you to add additional students to an existing Parent Portal account. Once you have successfully signed in to Parent Portal there is an option in the left menu bar named "Account Preferences".



Choose the student tab and then Click Add.



Enter the students name and Access Id (it starts with a lowercase letter p) and Access Password that was sent to you from your student's school. In addition add a relationship to student and hit submit.

A screenshot of the 'Add Student' form. The form has a title bar 'Add Student' and a close button. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Access Password' field is masked with dots. The 'Relationship' field is a dropdown menu with the text '-- Choose'. At the bottom of the form, there is a help icon (question mark), a 'Cancel' button, and a 'Submit' button.

**To obtain Access ID and Access Password for your child(ren) you need to use Tab 3 on the Parent PowerSchool Portal named "Retrieve Access ID and PW".